



Office of Review and Compliance
State Enforcement and Investigation Division

SAMPLE LETTER

XXXXXXXXXX XX, 2008

XXXXXXXXXXXX, LEA Director
XXXXXXXXXXXX School
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Washington, DC 20009

Dear XXXXXXXX:

This letter is to inform you that your LEA is noncompliant with providing the documentation to address the noncompliance identified in your Corrective Action Plan (CAP). This has placed you in the Step Two level of the sanction enforcement process. Your response to the specific areas of noncompliance is due immediately. You now have ten days from the due date of your CAP to submit the appropriate documentation.

It is the expectation that the areas of noncompliance are corrected within a year of identification. I am writing this correspondence to inform you of the status of the noncompliant items in your CAP. It is imperative that you make note of the timeline, which begins with the last day that your CAP was due.

The XXXXXXXXXXXX School is to address the following areas of noncompliance:

- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXX

Your prompt attention to this matter is necessary to prevent further sanctions.

Sincerely,

Margaret McLeod
XXXXXXXXXXXX

Cc: XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX